



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**  
RSSO XIII (Caraga)




**REQUEST FOR QUOTATION**

The Philippine Statistics Authority through its Regional Bids and Awards Committee (RBAC) will undertake the procurement of **Procurement of Catering Services for the conduct of the Information Dissemination to Schools and Second Level Training on Retail Price Survey of Selected Commodities for the Generation of CPI (RPS for CPI) and Wholesale Price Survey (WPS) of Selected Agricultural Commodities**

Name of Project	Information Dissemination to Schools and Second Level Training on Retail Price Survey of Selected Commodities for the Generation of CPI (RPS for CPI) and Wholesale Price Survey (WPS) of Selected Agricultural Commodities
Solicitation	RSSO RFQ No. 2025-04-039
Reference Number	RSSO PR No. 2025-04-054 & 056
Location	PSA - RSSO XIII
Brief Description	Refer to Specification/Table below
Quantity	Refer to table below
Mode of Procurement	Small Value Procurement
Approved Budget for the Contract (ABC)	Php50,600.00
Date of Delivery	Lot 1: April 23, 2025 Lot 2: June 9-11, 2025

Please quote your lowest price on the item/s listed below and submits personally using this Request for Quotation Form not later than **10:00AM** on **April 15, 2025** at the Regional Statistical Services Office XIII (Caraga), Freeman Building, J.C. Aquino Avenue, Butuan City.

  
**ROWENA P. PETATE**  
RBAC Vice-Chairperson

**Terms and Conditions:**

- Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
- All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
- Late submission of quotation shall not be accepted.
- Bids exceeding the ABC shall be disqualified.
- Terms of Payment shall be made through check payable to the supplier.
- Please submit/update your registration with the PSA (please disregard if you have already submitted/updated your registration with us). If none yet, submit, together with your quotation the photocopy of your **Municipal and business permit, BIR Certificate of Registration, Phil. Government Electronic Procurement System (PhilGEPS) Registration, and Omnibus Sworn Statement (for 50k and above) and/or current Income Tax Return (for 500k and above)**.
- Award of contract shall be made to the lowest quotation, and complies with the specifications and other terms and conditions as stated in the RFQ.
- The Lowest bidder shall be informed immediately and shall be asked to submit additional requirements within three days after the opening of bids or during post qualification.
- The PSA reserves the right to reject any or all bid proposals, or declares the bidding a failure, or not to award the contract, and makes no assurance that a contract shall be entered into as a result of this invitation.

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
<b>Lot 1: Procurement of Catering Services Catering Services for the Conduct of the Information Dissemination to Schools</b>  <b>April 23, 2025</b> <b>Packed AM Snacks (Egg and Cheese Sandwich and Bottled Water)</b>	pax	263	P _____	P _____	_____	_____
<b>Lot 2: Procurement of Catering Services for the conduct of the Second Level Training on Retail Price Survey of Selected Commodities for the Generation of CPI (RPS for CPI) and Wholesale Price Survey (WPS) of Selected Agricultural Commodities</b>  <b>Day 1 (June 9, 2025)</b> <b>AM Snacks (Bam-I with toasted bread and canned juice)</b>	pax	15	P _____	P _____	_____	_____
<b>Lunch (Grilled Fish with Mango Tomato Salsa, Beef stir fry, Chicken Oriental Soup, ensaladang pipino, and java/plain rice and pineapple juice)</b>	pax	15	P _____	P _____	_____	_____
<b>PM Snacks (Cassava cake and canned juice)</b>	pax	15	P _____	P _____	_____	_____
<b>Day 2 (June 10, 2025)</b> <b>AM Snacks (Spaghetti with toasted bread and canned juice)</b>	pax	15	P _____	P _____	_____	_____
<b>Lunch (crispy fried pork, Beef with Ampalaya, Tinolang Isda, Mango Tapioca, and Plain Rice and fresh fruit juice)</b>	pax	15	P _____	P _____	_____	_____
<b>PM Snacks (puto bingka and canned juice)</b>	pax	15	P _____	P _____	_____	_____
<b>Day 3 (June 11, 2025)</b> <b>AM Snacks (puto maya with ripe mango and sikwate)</b>	pax	15	P _____	P _____	_____	_____
<b>Lunch (grilled tuna, Chicken Calderita, Native Chicken Soup, Brownies, and Plain Rice and fresh fruit juice)</b>	pax	15	P _____	P _____	_____	_____
<b>PM Snacks (meatroll and canned juice)</b>	pax	15	P _____	P _____	_____	_____
<b>Inclusion: Free flowing coffee</b>						
<b>Note:</b> 1. Prohibition on the use of styrofoam and similar single-use plastics for packaging and catering 2. Reusable food wares such as plates, cutlery, containers, stirrers, mugs, or cups for hot drinks. 3. Free flowing coffee shall be served in pots instead of providing powdered coffee in sachets. Condiments shall also be served in re-usable bottles, bowls, or dispensers						
<b>TOTAL AMOUNT IN FIGURES:</b>				P _____		
<b>TOTAL AMOUNT IN WORDS:</b>						

**Other Requirements:**

After having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

Printed Name of authorized representative/Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Fax No. \_\_\_\_\_

Tel No. \_\_\_\_\_

Email Address: \_\_\_\_\_

Cellphone No. \_\_\_\_\_

Date: \_\_\_\_\_